Approved For Release 2001/03/30	
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CONFIDENCE

JUN 3 1957 '57

MERCHARITA FOR: Daputy Director (Support)

SUBJECT:

Teble of Organisation, Finance Division, Office of Comptroller.

- 1. This memorandum contains recommendations submitted for DD/D approval. Such recommendations are contained in paragraph 8.
- 2. The Comptroller proposes to reorganize the Finance Livision to meet the current workload pattern and for better manpower utilization (Ampex I).
 -). The proposal makes the following changes:

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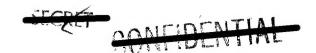
- Resch (1) positions) and transfers the examination and cortification (function) of Staff Employees travel vouchers to the Operations and Maison Branch.
- b. Establishes a fifth section (7 positions) in the Sparetions and Maison Pranch permitting the brench to absorb the present accounting workload, the examination and certification of Staff Replayers travel vouchers and the accountings of Subsidy Projects.

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- e. Establishes a Compensation and Tex accounts Franch by transfer of the franch and increasing it by six (6) positions. This action consolidates the minimistration for all taxes, compensation and allowance matters in one branch.
- h. The preparal does not change the personnel ceiling or masher of 2/0 partions in the Finance Division.

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- 5. The present average grade in the Finance Division ceitions) is 7.75. The proposed average grade is 8.3 involving an additional cost of \$25.160 per year.
- 6. The Position Evaluation Division, Office of Personnel en the basis of am interim review approves an average grade of 7.95 (Annex II). This brings the additional cost down to approximately 89,150 per year.



- 7. In answer to Hanagement Staff inquiry "Where will savings be made to provide for the increased cost' the Comptroller's Office provided the following informations
 - *. The FI 1958 Congressional budget in being worked on now - it has not been approved.
 - b. Mr. Saunders doesn't know what the approved figures will be. However, he will effect savings wherever possible.
 - . We specific savings can be identified at this time. It could be overtime, equipment or out back in requirements.
 - 8. It is recommended that:
 - 4. The internal reorganisation of the Finance Division be approved.
 - b. The approval of reclassifications be delayed until specific savings to cover the additional cost can be realized.



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Tab I - Frenosal ?ab II - PED Commente N.B. It must be noted that there is a danger of upward slippage inherent in any interim modest average grade approval.

"Reclassifications which have been officially sygnoved by the Personnel Office are also authorized. The cost of such reclassification will be absorbed within the Comptroller's office.

The recommendations in paragraph 5 are Approved: except Para. 8b.*

/S/

Deputy Director (Support)

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